

**TEXAS STATE BOARD OF PHARMACY (TSBP)
JOB VACANCY ANNOUNCEMENT**

Job Title:	Systems Administrator V	Closing Date:	September 7, 2018 @ 5:00 PM
State Classification:	0314		
Posting Number:	TSBP18-029	Schedule:	Full-time
Reports to:	Information Technology Manager	Division:	Executive
Annual Salary:	\$70,000 commensurate with experience FSLA Status - Exempt	Travel:	None
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk: Army, Marine Corps, Air Force- <i>General Officer, Coast Guard- General Command & Staff</i>	

GENERAL POSITION DESCRIPTION

The Systems Administrator performs advanced (senior-level) systems work for the Texas State Board of Pharmacy. Systems Administrator works to administer and support the Active Directory Domain and internal infrastructure. The administrator may also support IT staff in helping to support the Local Area Network and telecommunications. This administrator ensures the reliable operation of the agency's infrastructure by analyzing and monitoring network performance, researching and planning for hardware and software upgrades, administering agency-owned server-level tasks including but not limited to user accounts, access control lists, GPO, Office 365 services, file and print services in the Active Directory domain and remote access. The Systems Administrator works under general supervision of the IT Manager and with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer agency-owned server-level tasks in the Active Directory domain including Hyper-V, DHCP, Group Policy, Print and File Services, SQL, MS SharePoint, and storage.
- Administer network devices, in collaboration with the IT Security Analyst, including firewall/VPN, routers, and switches as well as internal infrastructure, wireless access, and all telecommunications.
- Manage federation, authentication, LDAP integrations, and access control systems in collaboration with the IT Security Analyst
- Support Office 365 in collaboration with the Systems Support Specialist.
- Develops documentation as required, including installation instructions, configuration guides, and operating procedures for technical support and maintenance.
- Assists in providing technical assistance and support for troubleshooting system software and hardware problems for remote and local staff. Responds to incident and problem calls, and processes service requests and tasks.
- Complete project management tasks for technical projects related to designated area of responsibility.
- Research and analyze current and emerging telecommunications technologies, hardware, software, and services and develop recommendations for IT management on system upgrades and configurations.
- Communicate with DIR network support, as well as with vendors, users, management, on connectivity issues.
- May train support staff in the installation or use of existing or new systems utilized by the agency.
- May analyze and assist in defining agency disaster recovery and business continuity responsibilities and procedures.
- Attend work regularly in accordance with agency leave and attendance policies.
- Comply with all applicable agency policies and procedures including safety and standards of conduct.
- Performs other work as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Ability to establish and maintain effective working relationships with managers, co-workers, other agency staff
- Ability to communicate effectively both orally and in writing
- Ability to work in a team environment
- Ability to plan and arrange own work in order to meet deadlines
- Ability to process multiple assignments simultaneously
- Ability to provide effective leadership
- Skill in problem solving.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred **AND** four (4) years total experience operating supporting a local area network and Windows Domains (Active Directory) with multiple servers and services

Associate's degree or related work experience may be substituted for education on a year-for-year basis

As a condition of employment, a criminal background check will be conducted (state and national fingerprint background check).

PREFERRED QUALIFICATIONS

Experience maintaining Hyper-V (or VMware) in a highly-available configuration
Experience supporting an Office 365 environment
Experience with network monitoring tools
Experience using automated software deployment and patch management systems
Experience managing relationships with vendors and/or contractors
Experience in Disaster Recovery and Business Continuity Planning

ENVIRONMENT / PHYSICAL CONDITIONS

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration; or a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St. Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

An Equal Employment Opportunity Employer

TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

A copy of TSBP's EEO Plan Utilization Report is available at

http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf